

PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: City of Livingston and Park County GIS/Rural Addressing

Current Classification:

Title: GIS Technician, Temporary

Pay Grade: 6

Non-Exempt

Supervisor: GIS/RURAL ADDRESSING

II. ASSIGNED DUTIES AND TASKS

Position overview:

Under general supervision, this position performs a variety of routine and complex technical drafting and GIS related work; Creates and maintains the City of Livingston and Park County map library.

All duties below are essential functions unless otherwise indicated. Job duties are not all inclusive and subject to change.

A. GIS/RURAL ADDRESSING

1. Update ArcGIS database tables as requested by the GIS & Rural Addressing Manager.
2. Assist customers with maps and addresses as requested by the GIS & Rural Addressing Manager.
3. Update road lines and addresses with GPS.
4. Assist with training materials and training needs for county and city staff.
5. Update rural addressing maps as requested.
6. Assist IT technician with web mapping site as requested by GIS & Rural Addressing Manager.
7. Work with E911 departments to acquire gps data as needed.
8. Collects, stores, retrieves and manipulates geographic information; Generates and maintains spatial and/or tabular data for GIS; maintains and documents relationships between layers of data.
9. Creates, maintains, and documents a geographic coordinate database.
10. Read and interpret maps, blueprints, and other visual diagrams.
11. Communicate and maintain an effective and responsive working relationship, with the public, fellow employees, supervisors, and other agencies.
12. Utilizes cartographic and land surveying principles as it relates to GIS, universal projections, and state plane coordinate systems.
13. Enters attribute information into a database.
14. Produces reports and color-themed maps.
15. Digitizes information into a GIS system.
16. Develops and maintains links between various databases.
17. Writes supporting map documentation as necessary.

B. OTHER DUTIES AS ASSIGNED

This position performs other duties as assigned by supervisor. This includes special projects and a variety of other functions as needed.

III. KNOWLEDGE

A general understanding of Geographic Information Systems (GIS) and Geographic Positioning Systems (GPS). A general understanding of database attribute updating and maintenance. A general understanding of computer systems operations and memory needs.

Education and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A High School Diploma or GED. Ability to read and understand geosciences, engineering or surveying, the natural sciences, computer science, and other related fields as apply to this position preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's License

OTHER SKILLS and ABILITIES:

Ability to operate 4-wheel drive vehicle in 4-wheel drive conditions. Ability to learn, understand, and use ESRI AcrMap, ArcCatalog, AcrToolbox, ArcInfo, and ArcEditor. Ability to operate Trimble GPS and GPS Software Pathfinder Office. Ability to use scanner, copier, fax, printer, large map plotter, calculator, PC and related word processing, database and spreadsheet software.

IV. ACCOUNTABILITY

This position is accountable for carrying out and coordinating standardized GIS position practices and GPS practices and procedures by applying established criteria to problems, questions, or situations (e.g., system errors, etc.). Requires the interpretation and application of well-defined Park County policies to recurring GIS operations.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. This position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, the person in the position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law. Without limiting the general nature of this commitment, the person in the position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby

acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting system problems. Work assignments require for this position is to interpret and adapt agency guidelines to fit unusual circumstances and specific problems, Work objectives and priorities are defined by the supervisor.

VII. PERSONAL CONTACTS

Contacts occur regularly with other department employees and the general public to coordinate work activities, and conduct GIS & GPS work. Contacts are typically cooperative. The information communicated may require some interpretation, clarification, or explanation in order to be responsive to questions or to be applicable to specific situations (e.g., incumbent explains technical GIS & GPS software problems to county personal to ensure resolution.)

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and use hand to finger, handle or feel. The employee occasionally is required to stand and walk. There are no special vision requirements for this position.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to non-weather wet, humid conditions as well as to outdoor weather conditions. The noise level in the work environment is usually moderate.